Attendees	George Gill; Paddy Bradley; Julian Head; Debby Skellern; Adam Tissington
Guests	Christine Doel and Ross Gill (SQW), Ian Baker, Mandy Timbrell
Apologies	Glyn Peach
Chair	George Gill
Minutes	Debby Skellern
Location	1.00pm-2.30pm, Langley Room, Monkton Park, Chippenham

Item	Narrative	Deadline
1.	**Introduction**	
	The meeting opened at 1.00pm and GG welcomed everyone to the meeting and round table introductions too place. **Declaration of conflicts of interest** PB declared that the Institute of coding may be a future opportunity for SWLEP and the Higher Futures Programme	
2.	**Minutes of the last meeting**	
	These were agreed as a true and accurate record.	
3.	**Key findings and recommendations of the draft Digital Strategy**	
	RG and CD of SQW talked the Sub-group through the process agreed to develop the draft Digital Strategy which was based around the three themes of digital creation; digital adoption and digital foundations. RG highlighted that the second business consultation session had highlighted the importance of skills as a big theme and that public sector transformation was a cross-cutting theme. It was agreed that the working papers would be supplemented by a summary paper. Working papers 1 and 2 were complete but further work was required on papers 2-6. An additional working paper on the link between digital and cyber might be required. It was agreed that the inward investment proposition would be included in Working Paper 3 and would also be summarised as an infographic. Tech Nation report to be referenced in the paper. The Sub-group discussed the scope for Working Paper 6: Public Sector Transformation. It was agreed that the paper should be split into two sections a) urban centre delivery aimed at Swindon and b) dispersed	

	delivery aimed at Wiltshire. It was also agreed that the strategy document should set out the productivity gains which could be achieved through delivery. **Action: DS to send draft Cyber SIA to RG/CD for referencing.** **Action: DS to send the draft Digital Strategy to the Cyber SIA lead at the SWLEP as evidence.** **Action: RG to complete the working papers as discussed and agreed** **Action: DS Design work on the web version of the strategy and inward investment USPs would be picked up by the SWLEP as long as the information was supplied.** **Action: PB drop content into an e-book.** It was agreed that the strategy should also highlight those developments which would be transformative and facilitate market development over a 10-15 year period and should be considered as part of a Swindon and Wiltshire Local Industrial Strategy. An audit section should also be included with examples from around the UK to demonstrate what Swindon and Wiltshire should be aiming for. The Digital Strategy would be used to support bidding work; acknowledge that private sector investment will be important to achieve delivery. Competitions could also be run e.g. through the Growth Hub to solve digital issues.	
4.	**Institute of Coding and Digi Sheds**	
	In discussion of priority 3, it was agreed that the need to ensure the supply and retention of skills in the area was important and that talent was easily lost to bigger companies. The link with Digital Skills Partnerships and the Institute of Coding could be highlighted here.	
5.	**AOB**	
	May Board meeting – a cover paper would be taken to the Board on the development of the draft Digital Strategy **Action: DS to draft a paper for GG/PB** SQW agreed to attend and run a technical workshop with the Board at its July meeting. The timeline for the completion of the Digital Strategy was agreed. **Action RG/DS:**	

	RG to send final draft to DS for circulation to Subgroups to comments back to SQW by 28 June. Final amends completed by SQW and returned to DS SQW to attend July Board in Salisbury and run a workshop	01/06/18 28/06/18 06/07/18 25/07/18
5.	Meeting closed at 3.00pm	

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